

SECRET

DD/S 60-0223

21 JAN 1960

MEMORANDUM FOR: Comptroller

SUBJECT : Personnel Ceiling Objective for Fiscal Year 1961

1. This memorandum is written as a reminder that we still have a considerable way to go, between now and 30 June of this year, in order to meet our over-all personnel ceiling objective.

2. In your particular case your current ceiling (authorized strength)  Therefore, a reduction of 10 must be realized by 30 June 1960.

3. If for any reason you believe it will not be possible for you to attain this objective, I should like to be advised not later than 1 April 1960 of the steps you have taken to reduce your personnel strength, why you anticipate you will not be able to effect the desired reduction, and the measures you propose to adopt to continue these efforts.

L. K. White  
Deputy Director  
(Support)

cc: D/Pers  
C/Mgt Staff

cc to

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005-60-1205

6100-4228

21 MAR 1960

MEMORANDUM FOR: Deputy Director (Support)

VIA : Comptroller

SUBJECT : Extension of Termination Date--Two Ceiling Positions

REFERENCE : Memorandum to DD/S dtd 20 May 59, Paragraph 5.e.  
(Electronic Data Processing).

1. This memorandum contains a recommendation for Deputy Director (Support) approval; such recommendation is set forth in paragraph 4 below.

2. The referenced memorandum authorized two ceiling positions to cover such period of time as might be required to complete initial parallel operations during the conversion period following installation of the computer.

3. The operational date for the computer has been changed from 1 November 1959 to 1 October 1960.


4. It is recommended that the two ceiling positions provided for by the referenced memorandum be continued to 30 June 1961.

  
Chief, Management Staff

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mar. '60


CONCURRENCE:

  
EDWARD R. SAUNDERS  
Comptroller

21 March 1960  
Date

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The recommendation in paragraph 4 is approved:

  
L. K. WHITE  
Deputy Director  
(Support)

24 Mar 60  
Date

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Distribution:

✓ Orig - Comptroller  
1 - C/Mgt Staff

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 30 March 1960

FROM : Chief, Fiscal Division

SUBJECT: Reduction in Force 30 June 1960

REFERENCE: Memorandum dated 13 March 1959 from Chief, Fiscal Division to Comptroller - Subject, Program for Greater Efficiency in CIA.

1. In accordance with your request, at the Staff Meeting on 24 March 1960, the following are our comments relative to the personnel strength of the Fiscal Division.

2. The number of vouchers received by the Fiscal Division for fiscal year 1960 to date has averaged 740 per week as compared to 652 per week during fiscal year 1959. This increase of 88 vouchers or 13% has been processed with one less employee.

3. The number of travel vouchers received for fiscal year 1960 to date has averaged 121 per week which represents an increase over fiscal year 1959 of 27 vouchers or 29%. The number of cash travel vouchers has increased materially and each such advance must be processed immediately when the traveler or his agent presents himself. This takes additional time and causes interruptions in the routine audit work. We now average about 300 travel advances outstanding and these advances must be reviewed periodically for the purpose of sending out follow-up letters on those which are delinquent. This additional workload in the Travel Branch has been processed by transferring one employee from the Claims Branch and we are planning on transferring one employee from the Payroll Branch as soon as possible. The increase in the workload in the Travel Branch represents claims which in the past were processed in the Finance Division.

4. The workload in the Payroll Branch has increased this fiscal year because of withholding of State income taxes, the transfer from the Finance Division to vouchered funds payroll of the employees at [redacted] staff employees of the Office of Security.

5. The workload has increased regularly during the last 15 months and there is no indication that this trend will not continue.

6. It is recommended that there be no reduction in the T/O of this Division at this time.

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